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Bulletin Number	39565BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	DEPARTMENTAL FINANCE MANAGER II
Exam Number	R1053A
Filing Type	Open Continuous
Filing Start Date	08/21/2014
Salary Type	Monthly
Salary Minimum	\$7,869.49
Salary Maximum	\$11,911.12
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules
Position/Program Information	Positions allocable to this class typically report to an administrative deputy and are responsible for functioning as the highest-level manager over a division or section responsible for managing the financial resources of a County department with a medium size budget. This position is responsible for the functions which include: (a) developing, coordinating, and maintaining an integrated system of financial staff services including at least accounting, budgeting, and management financial reporting, and sometimes also one or more related staff services such as auditing, internal controls, management analysis, procurement, facilities or warehousing; (b) exercising effective control over the financial resources of the department; (c) coordinating and synthesizing financial and management data so as to interpret the composite financial results of operations to all levels of the department's management; (d) advising on, developing, coordinating, and carrying out financial policies, procedures, and plans; (e) reviewing, analyzing, evaluating, and reporting upon program accomplishments in financial terms; and (f) advising and assisting executive management by supplying financial management advice required to make management decisions, establish organizational strategic goals and objectives, and in all respects to manage the organization. Departmental Finance Manager II positions are distinguished by the size and complexity of the departmental budget, the number of departmental positions, the proportion of the departmental budget devoted to employee salaries and administrative support and services, the size of the financial management staff organization, the number and complexity of funding streams and grants, and their responsibility for directing a financial management division or section through subordinate supervisors.
Essential Job Functions	Depending on the area of assignment, duties may include, but are not limited to, the following: <ul style="list-style-type: none"> • Plans, assigns, directs, and evaluates the work of sections or units involved in departmental financial management activities in the areas of budget, accounting, fiscal, financial analysis, financial reporting, and other financial management functions. • Directs the planning, organization, and implementation of the department's annual budget to ensure compliance with Chief Executive Office budget directives and coordinates the preparation of department budget requests to the Chief Executive Office. • Responsible for directing or monitoring the departmental accounting system including cost, fiscal, billing, revenue and trust accounts; analyzes and interprets accounting provisions and regulations and provides recommendations for their implementation and impact on department programs.

- Advises and consults with management concerning the department's budgetary status during the year and the impact on existing and proposed department operations and programs; develops plans for internal reallocation of budget funds to meet changing department priorities.
- Functions as the financial advisor to department management concerning the accounting and financial implications of existing and projected departmental operations.
- Directs the preparation and submission of a wide variety of internal financial reports for department management and any required financial reports for outside departments or agencies.
- Develops short and long term financial plans and assists in the development of department strategic financial planning.
- Administers department internal controls through ongoing monitoring activities and conducts periodic audits to ensure compliance with department and County internal control policies and procedures.
- Analyzes Federal and State legislation affecting department revenue, collections, and budgets.
- Initiates and directs the preparation of cost, revenue, and accounting system procedure studies and recommends and implements policies and procedures to improve operational efficiency and reduce costs.
- Manages departmental support services such as central procurement, warehouse, space and facilities or other support services.

Requirements**MINIMUM REQUIREMENTS:**

OPTION I: Graduation from an accredited* college or university with a Bachelor's degree or higher in Business or Public Administration, Management, Finance, Accounting, Economics or a closely related field -**AND**- Two (2) years of experience supervising administrative or management analysts responsible for the analysis, preparation and ongoing administration of a departmental or organizational budget, accounting, fiscal or auditing program.

OPTION II: Four (4) years of experience supervising administrative or management analysts responsible for the analysis, preparation and ongoing administration of a departmental or organizational budget, accounting, fiscal or auditing program.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

In order to receive credit for the required degree/coursework, certification, and/or license, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, and/or a legible copy of the official certificate and/or license.

PLEASE DESCRIBE YOUR ASSIGNED DUTIES FOR EACH JOB LISTED ON YOUR APPLICATION REGARDLESS OF WHETHER YOU BELIEVE THE DUTIES ARE CONSISTENT WITH THE JOB TITLE. VERIFICATION OF EXPERIENCE LETTERS (VOEL) ARE NOT REQUIRED. ALL INFORMATION INCLUDED IN YOUR APPLICATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED AT FACE VALUE TO DETERMINE YOUR QUALIFICATIONS. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Withhold Information: Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS.

**Accreditation
Information**

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if

Examination Content	<p>appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p> <p>This examination will consist of TWO (2) parts:</p> <p><u>PART I:</u> A written test that consists of a computerized component weighted 60%. The written test will assess Business Leadership, Interpersonal Leadership, Leadership Motivation, Self-Leadership, Management Judgment, Management Potential, Professional Potential.</p> <p>Applicants who have taken identical the test part for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination. This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year. Candidates who are unsuccessful on the written test will be notified by mail and will not proceed to the interview portion of this exam.</p> <p><u>PART II:</u> An interview that will assess Continual Learning, Strategic Thinking, Vision, Oral Communication, Political Savvy, Customer Service, and Problem Solving weighted 40%.</p> <p>Invitation letters for all exam parts may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.</p> <p>Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.</p> <p><u>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</u></p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible register.</p>
Special Information	<p><u>TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:</u></p> <p>An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation." You can also access practice tests for the computerized version of the test by going to the following website: http://service.shl.com/shl-on-demand/candidates/index.php?action=showEntry&data=1444</p> <p>While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p>
Vacancy Information	<p>The resulting eligible register for this examination will be used to fill vacancies throughout the County of Los Angeles.</p>
Eligibility Information	<p>Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.</p>
	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.</p>
	<p><u>NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.</u></p>
Available Shift	<p>Day</p>
Job Opportunity Information	<p>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying</p>

requirements. Applicants must indicate their department name on the employment application.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

**Application and
Filing Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE** only. Applications will not be accepted by mail, fax, or in person.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=39565BR

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some

helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Dolly Batungbacal
Department Contact Phone	213-738-2084
Department Contact Email	dbatungbacal@hr.lacounty.gov or edeguia@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Finance and Accounting
Job Type	Paraprofessional

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